

WISCONSIN STATE PATROL ACADEMY 2006 TRAINING CATALOG





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SERVING WISCONSIN'S LAW ENFORCEMENT THROUGH:

A PROUD TRADITION OF







Celebrating 51 years of Training for Excellence



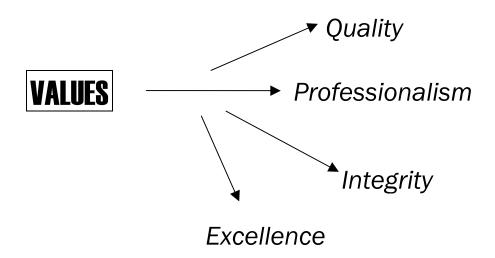
2006

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MISSION STATEMENT

The mission of the Wisconsin State Patrol Academy is to provide quality training and training support in a professional learning environment for the public service community.





PHILOSOPHY

The philosophy of the Wisconsin State Patrol Academy is to:

- Support the mission of the Division of State Patrol by providing training to both sworn and non-sworn personnel.
- Facilitate training programs of other state, county, municipal, and federal departments and agencies by providing physical and staff support.
- Commit itself to the development and presentation of high quality, meaningful, and contemporary training programs.
- Meet or exceed the standards for law enforcement training as established by the Department of Justice, Training and Standards Bureau.
- Courteously strive to satisfy the professional needs of our student and non-student users.
- Provide an environment of quality instructors, positive attitudes, pleasant and functional facilities, and equipment, which contribute to effective and efficient learning.
- Willingly provide facilities when available for community and civic organization use.
- Efficiently maintain training documentation for student transcripts, professional certifications, and historical records.

For more information on training programs offered at the Academy please call:

(608) 269-2500 or write to:

Wisconsin State Patrol Academy 95 South 10th Avenue Fort McCoy, WI 54656 - 5168

to FAX information to the Academy, the FAX number is:

(608) 269-5681

Check out our catalog online at:

www.dot.wisconsin.gov/statepatrol/recruitment/

e-mail our registrar at:

registrar.statepatrol@dot.state.wi.us

SP4444 9/2003

This form may be reproduced.

The Social Security Number is used for identification purposes. It is necessary to process your application.

Registration Procedure

BY MAIL: Comp	plete and return this	application to:	BY FAX: After completing this application, FAX it to:		
Wisconsin State Patrol Academy			608-269-5681		
95 S. 10 th Avenue					
Ft. M	1cCoy, WI 54656	-5168			
		Enrollment			
Social Security Number	r - REQUIRED		Program Title		
Legal Name (Last, First	t. Middle Initial)		Program Date(s)		
Resident Street Address	s		Sex		
			☐ Male ☐ Female		
City, State			Title (Rank)		
Zip Code			Area Code - Home Telephone Number		
	epartment/Agenc	y Information	Emergency Information		
Current Chief or Sherif	f Name		Emergency Contact		
F 1					
Employing Agency			Relationship		
Department Street Add	ress		Emergency Area Code - Telephone Number		
Department Street Add	1033		Emergency Area Code - Telephone Aumber		
City, State and Zip Cod	le		Department Area Code - Telephone Number		
D :		A 1 TC		1	
Academy Facility		e Academy. If you require speci	al accommodations for your stay at the Academy, please conta	ict the	
Arrival Date	Departure Date	Lodging & Meals Required	No Room Needed - Lunch Only, Commuting Daily		
			, , ,		
			However, the Wisconsin Department of Justice (DOJ) will pay	costs	
	_	f authorized by the law enforceme	nt agency. (Check one.)		
☐ Bill my age	•				
			and subtracted from In-Service Compensation for law		
		department is mandatory.	may be necessary to complete the transaction.		
		-			
		ellation procedures as outlined in the may result in a charge to my depart	e Wisconsin State Patrol Academy Training Catalog and understan	d	
cancenation of a p	nogram reservation i	may result in a charge to my depair	incit.		
(Department Authorizin	ng Person Signatura)	(Date)	(Applicant Signature) (Date		
(Department AuthOHZII	is i cison signature)	(Daic)	(Tipphean digitative)	•	
(Authorizing Person Na	ame and Rank - Print)				

Information collected on this form is used for the purpose of registering and maintaining student-training records for those students enrolled in training programs sponsored by the Wisconsin State Patrol Academy. The Wisconsin Department of Transportation complies with the Americans with Disabilities Act. If you have any questions regarding the registration procedure, billing or program requirements please contact the Academy Registrar at: (608) 269-2500.

Funding

TUITION/FEES:

Program tuition is calculated based upon established rates for Academy classroom and dormitory use, and material fees. Questions about tuition are invited. Please contact us with any concerns.

Academy facilities are available at special rates for programs conducted by agencies other than the Wisconsin State Patrol Academy. For information about our facility, including classroom availability, sizes, and fees, please contact us.

Funding:

Certain training programs listed in the catalog have been certified for full or partial funding by the Office of Transportation Safety or the Department of Justice, Training and Standards Bureau. The Training and Standards Bureau reimburses for tuition through the Law Enforcement Training Fund. Department of Justice will directly pay the cost of instruction and <u>deduct</u> it from agencies' re-certification training reimbursement.

Please note that our Program Enrollment Application for Admission Form (SP4444) has a statement regarding departmental agreement to utilize direct reimbursement through Training and Standards. Agency chiefs, sheriffs, or their designated representatives are asked to approve such direct reimbursement method by signature. Should special program funding provisions be altered in any way, at any time, enrolling agencies will be notified immediately.

PAYMENT PROCEDURE:

If a signed Department of Justice, Training & Standards Bureau (T&S) Voucher is submitted to the Registrar prior to class completion, we will bill T&S directly for your officer's training. This money will be deducted from your Annual In-Service Funds.

If no Voucher is submitted, an invoice will arrive at your department after the completion of the class.

If you are an out-of-state student, payment is required prior to or on the first day of class. If no payment is received your reservation in the program may be cancelled.

GENERAL INFORMATION

ENROLLMENT

Enrollment offered to local law enforcement agencies is on a first-come, first-served basis. Please read the requirements for attendance at specialized training programs. Many programs have curriculum designed and developed to serve personnel with specified levels of training and experience. Feel free to call if you have any questions concerning any training programs. A Program Enrollment Application Form has been included in this catalog for your convenience. This form may be photocopied.

Dress Code

Law enforcement is a proud and highly visible profession. The Academy staffs, as well as the students, are continually being evaluated by visitors, both uniformed and civilian. In order to reflect the pride of our profession and enhance the image of law enforcement, all students are required to adhere to a prescribed dress code. Unless otherwise directed, all students are to wear their departmental uniform. For those specialized training programs where civilian clothing may be allowed, suitable attire will be required. Suitable civilian attire would include Dockers, corduroys, dress slacks, sweaters, turtlenecks, or other collared shirts. Such items as faded jeans, T-shirts, tank tops, shorts, gym clothes, and inappropriately lettered, stamped, painted or embroidered apparel will not be considered appropriate.

Your cooperation in maintaining a professional image during your stay at the Academy will be greatly appreciated. If you have any questions, please feel free to contact the Academy administrative office.

ADA Accommodation

If your student is covered under the Americans with Disabilities Act, please notify Mr. Robert Nichols at 608-269-2500 to establish reasonable accommodations.

A Smoke Free Academy

The Academy is a smoke free building. Smoking is not allowed inside the buildings of the Academy complex.

NEW INSTRUCTOR CERTIFICATION STANDARDS

Effective January of 2000, a new administrative rule relating to certification of instructors (LES 4) was promulgated. It requires only those persons who instruct the law enforcement, jail or juvenile detention preparatory course, conduct an instructor course for a preparatory subject, or employ Board-approved training guides be certified by the Law Enforcement Standards Board (LESB). Instructors teaching subjects not contained in the 520-hour preparatory curriculum shall not be certified. Persons holding a current, professional state license in the general area covered by the license will be authorized by the Board to instruct basic training without certification.

New Applicants for Instructor Certification Must:

- Complete a teaching methods course approved by the LESB.
- Complete specialized instructor training as designated by the Board.
 (For example, all DAAT, EVOC, Firearms, Vehicle Contacts, and POSC applicants <u>must</u> complete the instructor pre-requisite course prior to application.)
- 3. Hold a current Technical College System Instructor Certification; -or-

Hold an associate degree or 60 college credits and have 3 years occupational experience as a *certified law* enforcement officer to instruct any portion of the board-approved law enforcement and tribal law enforcement preparatory curriculum, instructor course or training guides; -or-

Hold a high school degree or its equivalent and have 3 years occupational experience as a certified jail officer, to instruct any portion of the board-approved Jail preparatory curriculum, instructor course or training guides; -or-

Hold a high school degree or its equivalent and have 3 years occupational experience as a *certified juvenile* detention officer to instruct any portion of the board-approved secure detention officer to instruct any portion of the board-approved secure detention preparatory curriculum, instructor course or training guides; -or-

Hold an associate degree or 60 college credits and have 3 years occupational experience as an *administrator* or specialist in a field directly related to the subject for which certification is requested to instruct the board-approved law, tribal law enforcement, jail and secure detention preparatory course, instructor course or training guides.

Submit an Application for Instructor Certification to the Training & Standards Bureau.

Questions or concerns regarding the new standards should be directed to Wisconsin Training & Standards Bureau.



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Basic Crash Investigation

APRIL 24 - 28, 2006

Course Description:

PROGRAM COSTS:

COMMUTER (TUITION W/ NOON MEALS)

RESIDENT (TUITION W/ ALL MEALS & LODGING)

This program is designed to teach the fundamental skill necessary to conduct basic on-scene crash investigations and complete all required reports. This program begins with the legal aspects of a crash and concludes with the students doing hands-on field projects. The field projects will require the students to survey the crash scenes and complete scale diagrams.

Topics of Instruction:
 ☐ Legal aspects of crash investigation ☐ MV4000 and supplemental forms ☐ Crash Photography ☐ Human factors & Interviewing ☐ Short-lived evidence
☐ Vehicle evidence ☐ Roadway evidence ☐ Template & Measurements ☐ Diagrams & Field projects ☐ Crash Management ☐ Planning the investigation ☐ Crash scenario field project
PREREQUISITE: Certified Law Enforcement Officer
Program Length:
40 Hours
MAXIMUM ENROLLMENT:
25 Students

\$ 175.00

\$ 335.00

CERTIFIED PUBLIC MANAGER'S PROGRAM

8 WEEK COURSE (SEE BELOW FOR DATES)

Course Description:

Wisconsin Certified Public Manager Program For Professional Law Enforcement Managers

This 8-week program is offered in cooperation with the Wisconsin Certified Public Manager Program under the auspices of the University of Wisconsin Department of Professional Development and Applied Studies. As you participate in a wide variety of classes and proceed throughout the program, you will acquire new ideas and approaches to your workplace. You will interact with other professional law enforcement managers to discuss emerging issues and contemporary problems. Following the successful completion of the program you will receive certification by the Wisconsin Certified Public Managers Program and will join a growing national network of professional public managers.

NOTE: Successful completion of this course will provide SIX GRADUATE CREDITS through the University of Wisconsin-Platteville.

Topics of	Instruction .	Inci iinf-
	,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	

	Research	In	Public	Mai	nagement
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- Budgeting for Public Management
- ☐ Ethics, Values and the Public Manager
- Management Assessment for Personal Planning and Development
- Strategic Planning and Goal Setting
- Organizational Performance Management
- ☐ Productivity and Quality Improvement
- Problem Analysis and Problem Solving

COURSE DATES:

October 2 - 6, 2006 December 4 - 8, 2006 February 5 - 9, 2007 April 2 - 6, 2007

November 6 - 10, 2006 January 8 - 12, 2007 March 5 - 9, 2007 May 7 - 11, 2007

Program Length:

320 Hours

MAXIMUM ENROLLMENT:

25 Students

PROGRAM COSTS:

DOJ FUNDING IS BEING SOUGHT, IF FUNDING IS OBTAINED, COSTS WILL BE REDUCED ACCORDINGLY

COMMUTER (TUITION W/NOON MEAL) \$4000.00 RESIDENT (TUITION W/ ALL MEALS & LODGING) \$4850.00

COLT M16 / AR15 ARMORER COURSE

JANUARY 31, - FEBRUARY 2, 2006

COURSE DESCRIPTION:

Todice of Instruction Include-

COMMUTER (TUITION W/ NOON MEALS)

RESIDENT (TUITION W/ ALL MEALS & LODGING)

This course conducted by the Colt Law Enforcement Firearms Training Division offers in-depth training on service, repair, troubleshooting, disassembly and reassembly of the Colt M16 / AR15 rifles. The student must attain a score of 70% or better on the armorers written test and upon completion of the course will be issued a 3-year certification by Colt.

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 □ Proper assembly and disassembly □ Nomenclature □ Maintenance □ Interchangeability □ Troubleshooting □ Repair
Prerequisite:
☐ Certified law enforcement officer. Students must attend the entire 24-hour course. ☐ Enrollment of this course is done through the Wisconsin State Patrol Academy (WSPA); there is no College enrollment form to complete. Payment to Colt, on the first day of training, should be in the form of a check in the amount \$375.00. ☐ If paying with a credit card or purchase order, after completion of the WSPA registration form you will need to contact Colt at 800.962.2658 ext. 1553 for payment (\$375.00). ☐ Additional fees (\$115.00 for commuters, and \$205.00 for students lodging at the Academy) are to be paid separately to the State Patrol Academy.
Program Length:
24 Hours
Maximum Enrollment:
24 Students
Program Costs-

\$ 490.00 (\$115.00 + \$375.00 PAYABLE TO COLT)

\$ 580.00 (\$205.00 + \$375.00 PAYABLE TO COLT)

COMMERCIAL MOTOR VEHICLE DRUG INTERDICTION

NOVEMBER 7 - 9, 2006

Course Description:

Todice of Instruction Include-

This course is designed to familiarize Law Enforcement Personnel with current drug trafficking trends and smuggling patterns related to commercial motor vehicles (CMV). Officers attending the training will learn about techniques and strategies that can be implemented to combat this problem. The United States Department of Transportation Drug Interdiction Assistance Program will provide this 24-hour block of instruction.

I UI I	oo oi moimoomon mulobl.	
	ndicators of deceptive behavior Non-verbal Communication Neurolinguistics Verbal and non-verbal attributes Cognitive interview Spontaneous interview techniques Current drug trafficking trends and smuggling patte Bulk drug movement indicators and detection metal	thods
WHI	SHOULD ATTEND:	
	fied Law Enforcement Officers	
PRA	GRAM LENGTH:	
24 H	-	
MAX	YIMUM ENROLLMENT:	
	tudents	
PRA	GRAM COSTS:	
	MUTER (TUITION W/ NOON MEALS)	\$100.00
R ESII	DENT (TUITION W/ ALL MEALS & LODGING)	\$200.00

COUNTY/MUNICIPAL IN-SERVICE

FEBRUARY 20-JUNE 16, 2006

(New Session Starts Each Tuesday)

Course Description:

This program is designed to provide Wisconsin law enforcement Officers 16 hours toward their 24-hour yearly Training and Standards certification. This in-service is open to officers who are currently employed as full time or part time Wisconsin officers. This training will be held in conjunction with Trooper and Inspector in-service.

PREREQUISITE

Must be currently employed by a Wisconsin law enforcement agency and certified as a law enforcement officer.

Topics of Instruction Include:

☐ TO BE DETERMINED.

PROGRAM LENGTH:

16 Hours (Tuesday & Wednesday)

MAXIMIM ENRILLMENT:

10 C/M Students Per Session. In-Service conducted over 16 weeks (2 day sessions)

PROGRAM COSTS:

With signed DJ-LE-312 voucher

COMMUTER (TUITION W/ NOON MEAL) \$ 70.00

RESIDENT (TUITION W/ ALL MEALS & LODGING) \$115.00

Tuition includes Tuesday night lodging, and meals. For Monday night lodging call Academy for information.

Defense And Arrest Tactics Instructor

August 14 -29, 2006

Course Description:

This will be a train-the-trainer program designed to meet the requirements for Defense and Arrest Tactics Instructor certification from the Training and Standards Bureau. The program will follow the LESB training guide.

<i>OPICS</i>	OF I	NSTI	<i>ruc i</i>	TON	INCL	UDE:

	DAAT training fits into the general unified tactical training approach to law enforcement training.
	PAAT training is related to the other tactical subjects
⊥ Reviev	v of the key DAAT concepts, which are the basis of unified tactical training.
	Proper use and application of force
	Disturbance Resolution
	Intervention Options
	Incident Response
🗷 Famili	arization of the Training and Standards Student and Instructor Manuals for the topic of DAAT
🗷 Run th	nrough and review of the DAAT training curriculum
☐ Studer	nt Teach Backs
Decrenii	CITE-

Wisconsin Certified Law Enforcement Officer

Attended an Instructor Development Program or equivalency accepted by the Department of Justice Training and Standards.

PROGRAM LENGTH:

24 Hours

MAXIMUM ENROLLMENT:

20 Students

PROGRAM COSTS:

Commuter (Tuition w/ noon meals) \$465.00 **R**esident (Tuition w/ all meals & lodging) \$845.00

EVIDENCE TECHNICIAN — WISCONSIN GRIME LABORATORY

JUNE 26 - 30, 2006; OCTOBER 2 - 6, 2006

Course Description:

This 40-hour course is designed for the street officer who conducts evidence-gathering activities. See WILENET for further details.

Topics of Instruction Include:
☐ Evidence packaging and transmittal ☐ Trace evidence ☐ Firearms ☐ Drugs/Toxicology ☐ Fingerprints ☐ Footwear ☐ Crime scene management/searches/sketching ☐ Mock crime scenes ☐ Case preparation
Prerequisite:
 ✓ Wisconsin Certified law enforcement officer. Students must attend the entire course. ✓ Training is conducted by the Wisconsin Crime Laboratory at the Wisconsin State Patrol Academy ✓ Due to limited space, only one participant per agency is eligible to apply ✓ See WILENET for complete application information – participants will be determined and confirmed by the Wisconsin Crime Laboratory
Program Length:
40 Hours
MAXIMUM ENROLLMENT:
24 Students
Program Costs:
No FEE
COMMUTED AND DECIDENT DADTICIDANT TRAINING COSTS WILL BE DAID BY THE WICCONSIN COME LABORATORY

COMMUTER AND RESIDENT PARTICIPANT TRAINING COSTS WILL BE PAID BY THE WISCONSIN CRIME LABORATORY

FEDERAL BUREAU OF INVESTIGATION BASIC HOSTAGE NEGOTIATIONS

AUGUST 7 - 11, 2006

Course Description:

The State Patrol Academy will host this program, which will be taught by Instructors for the Federal Bureau of Investigation (FBI). The Basic Hostage Negotiation Course is presented in a five-day format. The below topics and hostage techniques are presented by an experienced, well-trained FBI Hostage Negotiator. The five-day course includes one full day of practical exercises.

five-day course includes one full day of practical exercises.	1116
Topics of Instruction Include:	
☐ Basic Principals of Hostage Negotiation	

☐ Crisis Management Issues☐ Suicide Prevention

☐ Practical exercises

Prereouisite:

Wisconsin Certified Law Enforcement Officer

PROGRAM LENGTH:

40 Hours

MAXIMUM ENROLLMENT:

20 Students

Program Costs:

Commuter (Tuition w/ noon meals) \$150.00 Resident (Tuition w/ all meals & lodging) \$310.00

FEDERAL BUREAU OF INVESTIGATION INTERVIEW AND INTERROGATIONS

OCTOBER 17 - 18, 2006

Course Description:

The State Patrol Academy will host this program, which will be taught by Instructors for the Federal Bureau of Investigation (FBI). This course is appropriate for the beginning and experienced investigators who are likely to interview applicants, witnesses, informants, suspects and subjects. The two-day course includes lecture with extensive note taking, and videos.

Topics	NF I	NSTRUCTI	INN INCI	IINF-
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$oldsymbol{arOmega}$ This course includes instruction in detection of deception through observation, detection of deception through
interviews, interrogation of subjects, review and role-play interview and interrogation techniques.
☐ Characteristics of liars
☐ Defense mechanism used by liars
☐ Bait questions
☐ Direct confrontation
☐ Transition period
☐ Convincing arguments to fit the crimes and suspect
☐ Signs of submission
☐ Double-edged questions
☐ Stages of confession
☐ Signed statements
Prerequisite:
Wisconsin Certified Law Enforcement Officer
Program Length:
16Hours
Maximum Enrollment:
25 Students

Program Costs:

Commuter (Tuition w/ noon meals) \$60.00 Resident (Tuition w/ all meals & lodging) \$125.00

Honor Guard Training

SEPTEMBER 25 - 27, 2006

Course Description:

This program is being offered to local and state law enforcement personnel who are interested in learning protocol and techniques necessary to become an effective/professional honor guard unit.

Topics of Instruction Include:	
 ☐ Facing movements and marching ☐ Proper technique for folding the American Flag ☐ Graveside flag presentation protocol ☐ Funeral home, church and graveside formations 	5
What To Bring:	
\square Attendees will need to bring honor guard unifor \square Rifle, if available, used for grave side salute (N	
Prerequisite:	
Positive attitude and willingness to learn.	
Program Length:	
24 hours	
MAXIMUM ENROLLMENT:	
28 Students	
Program Costs:	
COMMUTER (TUITION W/ NOON MEALS)	\$150.00
R ESIDENT (TUITION W/ ALL MEALS & LODGING)	\$250.00

INSTRUCTOR DEVELOPMENT

DECEMBER 4 - 7, 2006

Course Description:

This intense training program has been designed specifically to provide the essential skills necessary to understand the concepts of training needs, how to develop a training program, how to present instruction in the most proficient manner, and how to evaluate the training presented. A great deal of time is dedicated to student practice teaching, all of which are video taped and evaluated.

<i>TOPICS OF I</i>	<i>Instruction</i> .	INCLUDE:

	Role	of the	instructor
--	------	--------	------------

- Principles of learning
- Determining training needs
- ☐ Writing performance objectives
- Preparing lesson plans
- Selecting instructional strategies
- ☐ Developing a learning environment
- Legal issues in training
- ☐ Development & use of training aids
- Student practice teaching sessions
- Conducting Scenario Training

PROGRAM LENGTH:

32 Hours

MAXIMUM ENROLLMENT:

18 Students

PROGRAM COSTS:

COMMUTER (TUITION W/ NOON MEALS) \$ 330.00 RESIDENT (TUITION W/ ALL MEALS & LODGING) \$ 460.00

MOBILE VIDEO OPERATORS COURSE

FEBRUARY 14 - 15, 2006

Course Description:

One of the most versatile devices in the law enforcement arsenal used to detect and apprehend the impaired motorist is the in-car video. This program is designed to train the officer to make the most effective use of this new device.

The program will include operational technique instruction and troubleshooting training.

Topics of Instruction Include:	
 ☐ OMVWI Indicators ☐ Camera Operation ☐ Proper Videotaping Techniques/Procedures ☐ Night Taping ☐ Legal Aspects of Mobile Videotaping 	
Prerequisite:	
☐ In-car Mobile Video Unit	
☐ Special Note:	
Students will need to bring a patrol vehicle with i	nobile video equipment installed prior to attendance.
Program Length:	
16 Hours	
MAXIMUM ENROLLMENT:	
20 Students	
Program Cost:	
COMMUTER (TUITION W/ NOON MEALS)	\$ 75.00
RESIDENT (TUITION W/ ALL MEALS & LODGING)	\$ 140.00

FUNDING IS BEING SOUGHT THROUGH THE OFFICE FOR TRANSPORTATION SAFETY

North American Standard Driver Inspection (Part A)

OCTOBER 9 - 13, 2006

Course Description:

This course is designed to certify law enforcement officers in the enforcement of the Federal Motor Carrier Safety Regulations (FMCSR- CFR 49), adopted by Tr. 325 and 327, as they relate to driver qualifications and hours of service. This course will provide instruction on the Federal Motor Carrier Safety Regulations, State Transportation Rules 325 and 327, as well as the Commercial Vehicle Safety Alliance's (CVSA) out of service criteria.

The bulk of this course will deal with Commercial Motor Vehicle (CMV) operator's hours of service restrictions. Officers will become familiar with the various records keeping requirements of the CMV operator and how to check for compliance with those requirements. Instructors for this program will be provided by the National Training Center in Arlington Va. Being that this is a Federal Program a passing score of 80% or higher is required on the final exam for successful completion.

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	D . C	
/ /	Definitions	
_	DEHILIOUS	

- ☐ Driver Qualifications related to CMV operations- Medical Cards, Age Requirement
- ☐ Commercial Drivers License (CDL) and Driver Requirements
- ☐ Carrier Identification
- ☐ Drivers Hours of Service Regulations (logbooks)
- ☐ Working with the CVSA Out-Of-Service Criteria
- ☐ Application of Tr. 325 and 327

Prereouisite:

WSPA Truck Law Course

County/Municipal agencies must have a Memorandum of Understanding on file with WSP Headquarters.

PROGRAM LENGTH:

40 Hours > Class begins at 8:00 a.m. Monday

MAXIMUM ENROLLMENT:

20 Students

PROGRAM COSTS:

Commuter (Tuition w/ noon meals) \$ 165.00 Resident (Tuition w/ all meals & lodging) \$ 325.00

North American Standard Vehicle Inspection (Part B)

OCTOBER 16 - 20, 2006

Course Description:

This course is designed to certify law enforcement officers in the enforcement of the Federal Motor Carrier Safety Regulations (FMCSR- CFR 49), adopted by Tr. 325 and 327, as they relate to vehicle qualifications. This course will provide instruction on the Federal Motor Carrier Safety Regulations, State Transportation Rules 325 and 327, as well as the Commercial Vehicle Safety Alliance's (CVSA) out of service criteria.

The bulk of this course will deal with Commercial Motor Vehicle (CMV) equipment requirements. Officers will become familiar with CMV equipment requirements and how to check for compliance with those requirements. Instructors for this program will be provided by the National Training Center in Arlington Va. Being that this is a Federal Program a passing score of 80% or higher is required on the final exam for successful completion.

Topics of Instruction Include:

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- ☐ Equipment Requirements related to CMV operations
- Working with the CVSA Out-Of-Service Criteria
- ☐ Application of Tr. 325 and 327

Prereouisite:

WSPA Truck Law Course

County/Municipal agencies must have a Memorandum of Understanding on file with WSP Headquarters

PROGRAM LENGTH:

40 Hours > Class begins at 8:00 a.m. Monday.

MAXIMIM ENROLI MENT:

25 Students

Program Costs:

Commuter (Tuition w/ noon meals) \$ 165.00 Resident (Tuition w/ all meals & lodging) \$ 325.00

PATROL RIFLE INSTRUCTOR

OCTOBER 23 - 26, 2006

Course Description:

This training program is designed to provide currently certified law enforcement firearms instructors with the additional knowledge and skills necessary to conduct contemporary department level training for the patrol rifle.

I OPICS OF INSTRUCTION INCLUDE:
 ☐ Assembly/Disassembly ☐ Firing Positions ☐ Diagnosing, Evaluating and Correcting Problem Shooters ☐ Weapon Zeroing ☐ Dry/Live Fire Range Exercises ☐ Quick Fire ☐ Care/Cleaning ☐ Functioning ☐ Weapon Transition Exercises ☐ Coach/Shooter Concept ☐ Range Officer/ Instructor Responsibilities and Exercises
Prerequisite:
☐ Police Firearms Instructor Training ☐ Patrol Rifle / Carbine Course ☐ (Waived with proof of Prior Military-Equivalent Training)
Program Length:
24 Hours
Maximum Enrollment:

PROGRAM COSTS:

20 Students

COMMUTER (TUITION W/ NOON MEALS) \$135.00 RESIDENT (TUITION W/ ALL MEALS & LODGING) \$235.00

POLICE COMMUNICATIONS OPERATOR TELECOMMUNITCATOR BASIC

September 18-22, 2006

Course Description:

At the end of this training program, the Telecommunicator will be able to successfully apply various police dispatching techniques and procedures to the demands of daily job performance. Successful completion of this training will be judged on both classroom and practical hands-on learning experiences.

Topics of	Instruction I	I NCI IINF-
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☐ Driver License Laws

☐ Telecommunicator Liability

☐ Cultural Diversity Panel

Registration Laws

National Weather Service

☐ Proper Radio Procedure and Lab

☐ Stress and Wellness

PROGRAM LENGTH:

32 Hours

MAXIMUM ENROLLMENT:

20 Students

PROGRAM COSTS:

COMMUTER (TUITION W/ NOON MEALS) \$ 195.00 RESIDENT (TUITION W/ ALL MEALS & LODGING) \$ 330.00

POLICE FIREARMS INSTRUCTOR

SEPTEMBER 18 - 22, 2006

COURSE DESCRIPTION:

This training program has been designed to provide the student with the special knowledge and skills necessary to become a certified DOJ Unified Tactical Instructor, in the area of firearms, as well as establish and conduct a departmental firearms training program.

Students receive practical, hands-on training in the proper methods of firearms <u>instruction</u>. Since the program is designed specifically to develop police firearms instructor skills as opposed to teaching basic shooting skills, the student must possess the fundamental knowledge associated with weapons operations and instruction techniques.

Topics of Instruction:

Use of Force and Deadly Force Decision Making
Training Resources- (Wilenet, Training & Standards Manuals and CD)
Trainers, Training and Civil and Criminal Liability
Lesson and Range Plan Development
Diagnosing, Evaluating and Correcting Problem Shooters
Shooter Evaluation Exercises
Stress Induced Training/ Officer survival
Low-light, Night Fire Training
Weapons Malfunction, Care and Cleaning
Teach-backs (UT Firearms Manual)

Range Officer/Instructor Responsibilities and Exercises

Prerequisite:

☐ Students attending this training program will be required to furnish the Academy with proof of acquired and demonstrated basic weapon skills. <u>This substantiation must be signed by the employing agency.</u>

 \square Attended an Instructor Development Program or equivalency accepted by the Department of Justice Training and Standards.

PROGRAM LENGTH:

40 Hours

MAXIMUM ENROLLMENT:

20 Students

PROGRAM COSTS:

COMMUTER (TUITION W/ NOON MEALS) \$200.00

RESIDENT (TUITION W/ ALL MEALS & LODGING) \$360.00

POLICE MOTOR CYCLE OPERATOR

JUNE 19 - 30, 2006

Course Description:

This training program is designed to provide the Motor officer with a thorough knowledge of basic police motorcycle operation. Upon successful completion of the program the student will have the coordination, skill, and confidence needed for the student to operate a police motorcycle safely and efficiently.

Topics of Instruction:	
 ✓ Machine Nomenclature ✓ Slow speed maneuvering ✓ Control ✓ Braking ✓ Curve negotiation ✓ Minor motorcycle maintenance ✓ Defensive driving techniques ✓ Law enforcement riding techniques 	
Prerequisite:	
☐ Valid Motorcycle Endorsement	
Program Length:	
80 Hours	
Maximum Enrollment:	
10 Students	
Program Costs:	
COMMUTER (TUITION W/ NOON MEALS)	\$ 925.00
RESIDENT (TUITION W/ ALL MEALS & LODGING)	\$ 1245.00

POLICE MOTOR CYCLE OPERATOR IN-SERVICE

MAY 2-3; MAY 3-4; MAY 4-5, 2006

Course Description:

RESIDENT (TUITION W/ ALL MEALS & LODGING)

This training program is designed to provide the Motor officer with an opportunity to re-develop riding skills at the beginning of the riding season after having been off the motorcycle all winter.

Upon successful completion of the program the student will have the coordination, skill, and confidence needed for the student to continue to operate a police motorcycle safely and efficiently.

I OPICS OF INSTRUCTION:		
 ☐ Slow speed maneuvering ☐ Braking ☐ Escort techniques ☐ Defensive driving techniques ☐ Law enforcement riding techniques 		
Prerequisite:		
☐ Successful completion of an 80hr basic	police motorcycle operator course.	
Program Length:		
8 Hours		
MAXIMUM ENROLLMENT:		
10 Students		
Program Costs:		
COMMUTER (TUITION W/ NOON MEALS)	\$ 90.00	

\$ 125.00

POLICE TRAFFIC RADAR/LASER INSTRUCTOR

OCTOBER 16 - 20, 2006

Course Description:

Program Costs:

COMMUTER (TUITION W/NOON MEALS)

RESIDENT (TUITION W/ALL MEALS & LODGING)

Tonico or Incention Incition.

This course is designed to prepare participants to become proficient in the use of police traffic RADAR and LASER to develop their instructional skills sufficiently to present RADAR/LASER training programs to new operators. The course is designed for any law enforcement officer who intends to instruct police traffic RADAR/LASER and speed laws.

TUPILO UF INGTRULTUM INGLUUE.
☐ Speed and Enforcement ☐ History and Theory of RADAR and LASER ☐ Role of Instructor ☐ Principles of Learning ☐ Use of Visual Aids ☐ Visual Speed and Range Determination ☐ Moving RADAR ☐ Stationary RADAR ☐ RADAR/LASER Anomalies ☐ Traffic RADAR/LASER Case Law ☐ Moot Court ☐ Student Presentations
PREREQUISITE: Student must be a current traffic radar/ laser operator.
Program Length:
40 Hours
MAXIMUM ENROLLMENT:
25 Students

\$475.00

\$640.00

Police Shotgun Instructor

OCTOBER 10 - 12, 2006

COURSE DESCRIPTION:

RESIDENT (TUITION W/ ALL MEALS & LODGING)

This training program is designed to provide currently certified law enforcement firearms instructors with the additional knowledge and skills necessary to conduct contemporary department level training for the patrol shotgun. Students need to be familiar with the basic knowledge associated with the patrol shotgun and its operation.

I UPIGS UF INSTRUCTION INCLUDE:		
Use of Force and Deadly Force Decision	Making	
Weapon Nomenclature		
☐ Ballistics		
Weapon Assembly/Disassembly (Care a	and Cleaning)	
Weapon Malfunctions		
Low-light, Night Fire Training		
Weapon Transition/ Selection		
Range Officer/Instructor Responsibilitie	s and Exercises (Coach/Student)	
Prerequisite:		
Police Firearms Instructor Training		
Program Length:		
24 Hours		
Maximum Enrollment:		
20 Students		
Program Costs:		
COMMUTER (TUITION W/ NOON MEALS)	\$110.00	

\$200.00

Professional Supervisory Development

SEPTEMBER 11 - 22, 2006

Course Description:

This two-week course will provide the cornerstone for all of your managerial and supervisory instruction. Typically, the best patrol officer is promoted and then expected to do an entirely different job equally well, with little or no instruction in how to effectively supervise others to get the job done. Here's an opportunity to discuss up-to-the-minute supervisory and managerial issues with nationally renowned police administrators who combine extensive personnel and management experience with solid academic credentials.

Northwestern University Center For Public Safety provides faculty for this course.

Topics of Instruction Include:
 ☐ The Personal Profile System: Disc ☐ The Supervisory Challenge ☐ Communication ☐ Employee Performance Appraisal ☐ Motivational Principles ☐ Leadership ☐ The Disciplinary Process And The Supervisor's Role In Complaint Investigations ☐ Responsibilities Of A Staff Officer ☐ Cultural Diversity ☐ Case Studies
Program Length:
80 Hours
Maximum Enrollment:
30 Students

Program Costs: Doj funding is being sought. If funding is obtained, costs will be reduced accordingly.

COMMUTER (TUITION W/ NOON MEALS) \$1,000.00

RESIDENT (TUITION W/ ALL MEALS & LODGING) \$1,325.00

DOJ FUNDING IS BEING SOUGHT, IF FUNDING IS OBTAINED, COSTS WILL BE REDUCED ACCORDINGLY

NORTHWESTERN UNIVERSITY CREDITS

Successful completion of this course will provide three undergraduate semester credit hours in the Northwestern University School of Continuing Studies. Northwestern is accredited by the North Central Association of Colleges and Schools. These credits may be transferable or applicable to degree programs at colleges and universities in your area.

Pursuit Intervention Technique Basic Operator Course

COURSE DATES: MARCH 14, 2006; MARCH 15, 2006; MARCH 16, 2006 OCTOBER 17, 2006; OCTOBER 18, 2006; OCTOBER 19, 2006

Course Description:

This training program has been designed to provide the officer with the special knowledge and skills necessary to successfully perform the PIT maneuver. Students receive both practical and hands-on training in the proper execution of this technique.

Topics of Instruction:	
☐ Use of force	
☐ Policy and Procedure	
☐ Options to Stop	
☐ PIT Principles	
☐ PIT Advantages/Disadvantages	
☐ PIT Practical Application	
☐ Training Issues and Equipment	
— manning receive and Equipment	
Prerequisite:	
Certified Law Enforcement Officer	
De con continuous	
Program Length:	
6 Hours	
MAXIMUM ENROLLMENT:	
12 Students	
Program Costs:	
COMMUTER (TUITION W/ NOON MEALS)	\$ 75.00
RESIDENT (TUITION W/ ALL MEALS & LODGING)	\$110.00

REMINGTON SHOTGUN ARMORER

September 6 - 8, 2006 & September 11 - 13, 2006

Course Description:

COMMUTER (TUITION W/ NOON MEALS)

RESIDENT (TUITION W/ ALL MEALS & LODGING)

This course, conducted by the Remington Law Enforcement Training Division, offers in-depth training on service, repair, troubleshooting, disassembly and reassembly of the model 870-patrol shotgun and the 700-patrol rifle. Students successfully completing the program will be certified armorers for a period of 3 years for the weapons trained on. There are two independent 20-hour sessions offered for this program.

Topics of Instruction Include:
 □ Proper assembly and disassembly □ Service □ Troubleshooting □ Repair
Prerequisite:
☐ Certified law enforcement officer. Students must attend the entire 20-hour course. ALL STUDENTS WILL BE REQUIRED TO BRING A MODEL 870 POLICE STYLE SHOTGUN TO CLASS (the 700 rifle is optional).
☐ The Remington Field School Registration Form must be completed and faxed to Remington and the State Patrol Academy, which includes payment information for Remington (\$400.00). Additional fees (\$95.00 for commuters, and \$165.00 for students lodging at the Academy) are to be paid separately to the State Patrol Academy, in addition to the WSPA registration form being completed.
Program Length:
20 Hours
MAXIMUM ENROLLMENT:
20 Students
Program Costs:

\$ 495.00 (\$95.00 + \$400.00 PAYABLE TO REMINGTON)

\$ 565.00 (\$165.00 + \$400.00 PAYABLE TO REMINGTON)

SALVAGE VEHICLE INSPECTOR

SEPTEMBER 11 - 14, 2006

Course Description:

This program will provide the participant with the training necessary to conduct a salvage vehicle inspection. Training will include instruction in Department of Motor Vehicles titling guidelines, Chapter 347 and Trans 305 vehicle equipment requirements, NICB services, rebuilding methods and standards, and vehicle parts identification as well as hands-on training in how to conduct an inspection.

Tupics of instruction include:
 ☐ Titling guidelines ☐ Auto Theft and NICB ☐ VIN rebuilding methods and standards ☐ Investigation techniques ☐ Extensive training in required vehicle equipment ☐ Familiarization with administrative rules ☐ Hand-on vehicle inspections
Prerequisite:
☐ Certified law enforcement officer. ☐ Attend 32-hour Truck Law class prior to this training on August 7 – 11, 2006
Program Length:
24 Hours
MAXIMUM ENROLLMENT:
24 Students

PROGRAM COSTS:

COMMUTER (TUITION W/ NOON MEALS) \$ 215.00 RESIDENT (TUITION W/ ALL MEALS & LODGING) \$ 325.00

SPEED COMPUTER (VASCAR) INSTRUCTOR

August 15 - 16, 2006

Course Description:

This course is designed to prepare participants to become proficient in the use of Speed Computers and to develop their instructional skills sufficiently to present VASCAR training programs to new VASCAR operators. This program is designed for any law enforcement officer who is a certified speed computer operator that intends to instruct speed computer training

Topics of Instruction Include:
 ☐ History and theory of speed computers ☐ Installation and Trouble shooting ☐ Operational considerations ☐ Re-certification process ☐ Testing and evaluation ☐ Classroom presentations
Prerequisite:

- Student must be a current certified speed computer operator.
- \square Students may wish to bring with them a VASCAR unit they are currently using on the job.

PROGRAM LENGTH:

8 Hours

MAXIMUM ENROLLMENT:

25 Students

PROGRAM COSTS:

COMMUTER (TUITION W/NOON MEALS) \$120.00
RESIDENT (TUITION W/ALL MEALS & LODGING) \$155.00

STANDARDIZED FIELD SOBRIETY TEST INSTRUCTOR

MARCH 27-31, 2006

Course Description:

This course, taught by experienced Standardized Field Sobriety Tests Instructors, will give the student the necessary knowledge and skills to teach SFST in accordance with NHTSA and Wisconsin Department of Justice, Training & Standards directives. Only students with an aggressive attitude to enforcement of statutes pertaining to alcohol-related violations, and the desire to teach other officers, should attend.

Todice of	Instruction:
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	General Administrative Requirements
	Guidelines for Controlled Drinking Session
	Planning and Preparation Requirements
\Box	Written and Practical examinations

Prereouisite:

☐ Certified Law Enforcement Officer.

☐ Extensive "Platform" presentations

☐ Letter of Recommendation from officer's agency or sponsoring institution attesting to his/her proficiency in administering and interpreting the NHTSA-approved standardized field sobriety tests. The letter must also verify that the officer has made a minimum of 100 OWI arrests.

☐ Attended an Instructor Development Program or equivalency accepted by the Department of Justice Training and Standards.

PROGRAM LENGTH:

40 Hours

MAXIMUM ENROLLMENT:

25 Students

Program Costs:

COMMUTER (TUITION W/ NOON MEALS) \$ 190.00

RESIDENT (TUITION W/ ALL MEALS & LODGING) \$ 360.00

TACTICAL POLICE MOTORCYCLE COURSE

MAY 31- JUNE 2, 2006

Course Description:

This informative, two-day (16-hour) course of instruction is designed to provide students the opportunity is to train as close as possible to reality through scenario-based training. Substantial hands-on experience with **Simunition® FX®** training ammunition technology, weapons conversion kits, and the **Simunition®** line of protective equipment. Additionally, this course will give critical practical experience to students on how to best utilize correct motorcycle tactics in a highly effective, realistic, extremely safe training program.

Topics of Instruction:	
☐ General Administrative Requirements	
☐ Street Survival	
☐ Approach to danger	
☐ Light control	
☐ Cover awareness	
☐ Shooting techniques	
☐ Defensive driving techniques	
☐ Traffic stops	
Prerequisite:	
Valid Motorcycle Endorsement.	
Program Length:	
16 Hours	
MAXIMUM ENROLLMENT:	
10 Students	

Program Costs:

COMMUTER (TUITION W/ NOON MEALS) \$ 195.00 RESIDENT (TUITION W/ ALL MEALS & LODGING) \$ 265.00

TECHNICAL GRASH INVESTIGATION

JUNE 19-23, 2006

Course Description:

This course is designed to advance the crash investigation skill of law enforcement officers beyond that which they develop in their basic law enforcement training.

This is an intensive training program that requires students be knowledgeable in on-scene crash investigation procedures and capable of solving mathematical problems utilizing algebraic equations.

Upon successful completion of the program, the officer will be able to collect and analyze data from crash scenes to determine speed & velocity estimates, drag factors, vehicle positions & direction of travel, occupant positions, and lamp conditions.

The student will be prepared to develop and draw scale diagrams from the information collected. The technical data gathered by the crash investigator is required to thoroughly and accurately complete the crash investigation report and is necessary for crash reconstructionists, attorneys, and insurance investigators.

Topics of Instruction:

Measurement and Drawing review
Reconstruction Technology
Human evidence
Special Crashes
Forensic Lamp Examination
Thrust and Principal Direction of Force (PDOF)
Drag Factors and Speed Calculations
Velocity and Time Distance Analysis
Crash-related field projects

Prerequisite:

Certified Law Enforcement Officer

PROGRAM LENGTH:

40 Hours

MAXIMUM ENROLLMENT:

25 Students

PROGRAM COSTS:

COMMUTER (TUITION W/ NOON MEALS) \$ 175.00 RESIDENT (TUITION W/ ALL MEALS & LODGING) \$ 335.00

Traffic Law Enforcement

AUGUST 28 - SEPTEMBER 1, 2006

Course Description:

TOPICS OF INSTRUCTION-

PROGRAM COSTS:

COMMUTER (TUITION W/ NOON MEALS)

RESIDENT (TUITION W/ ALL MEALS & LODGING)

This program is designed to provide the patrol officer with a thorough knowledge of traffic laws and enforcement techniques.

Completion of the program will enable the officer to perform routine and selective types of traffic enforcement with consistency and expertise, as well as, successful preparation of cases for prosecution within the judicial system.

☐ Elements of the Offense
☐ General Provisions
☐ Driving, Meeting, Overtaking and Passing Violations
☐ Rules of Right of Way
Rights and Duties of Drivers, Pedestrians and Bicyclists
☐ Turning, Stopping, and Required Signals
☐ Speed Restrictions
☐ Reckless Driving
☐ Legal Issues, and Procedures of OMVWI Enforcement
☐ Miscellaneous Rules
☐ Trans 305 and ss. Chapter 347
☐ Drivers License Laws
☐ Registration Laws
$oldsymbol{arOmega}$ Size, Weight, and Load Violations
☐ Fake Identifications
Prerequisite:
Certified Law Enforcement Officer
Reconsul I sucru.
Program Length:
35 Hours
Maximum Enrollment:
25 Students

\$ 150.00

\$ 285.00

Truck Law Enforcement

August 7-11, 2006

Course Description:

This course is designed to provide the law enforcement officer an A to Z format in dealing with Commercial Motor Vehicles (CMV) during traffic stops, or incidents that they may come across involving a CMV. Officers will be provided concentrated instruction in motor carrier laws and their enforcement; specifically, Chapters 194, 341, 343 (Commercial Drivers License), 346 (CMV OWI) 347 and 348.

Designed primarily to train field officers in skills necessary to recognize size/weight violations and the enforcement of Chapters 347 and 348, this class is also a prerequisite for attendance in any of the MCSAP classes. This course will provide the officer with the basic knowledge and skill in areas of registration, weights, authority, vehicle equipment and other regulations involving the motor carrier industry. Instruction will focus on understanding and enforcing laws related to private and commercial motor carriers.

This training consists of classroom instruction and 8 hours of practical field experience during a mobile and fixed facility (state weigh station) truck enforcement exercise. Successful completion of the program will give the officer a basic working understanding of detecting and enforcing motor carrier violations.

Topics of Instruction Include:

Stopping	Ca ma ma c	raial	11atar	Vahialaa	(ON 11/20)
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- ☐ Commercial Drivers License (CDL) and Driver Requirements
- CMV OWI Enforcement
- Enforcement of Vehicle Registration Laws, Chapter 341
- ☐ CMV Insurance, Authority and Permits, Chapter 194 and Tr. 177
- ☐ Size, Weight and Load, Chapter 348
- Walk around CMV Vehicle Equipment Inspection, Chapter 347 and Tr. 305
- ☐ Scale Operation- Field Exercise
- ☐ Selected Rules of the Wisconsin Administrative Code- Permits

Program Length:

32 Hours

MAXIMUM ENROLLMENT:

25 Students

PROGRAM COSTS:

COMMUTER (TUITION W/ NOON MEALS) \$175.00 RESIDENT (TUITION W/ ALL MEALS & LODGING) \$295.00

FACILITY

The Wisconsin State Patrol Academy is located on 50 acres of the Fort Mc Coy Military Installation. The Academy is accessed from highway 21 between the cities of Sparta and Tomah, Wisconsin. The main academy building contains administrative offices, 5 classrooms capable of handling 20 to 50 students, food service and dining area, indoor firearms range, a multi-purpose room, conference/meeting room and three, two floor dormitory wings that have refrigerators, satellite television, and alarm clocks.

Dorm rooms are built to accommodate two students per room. Each room is equipped with two twin beds, refrigerator, television, a workspace (desk and chair), individual closet and clothing storage drawer for each occupant. An adjoining room, with a total of up to four persons sharing an individual bathroom, shares the bathroom and shower areas.

The Emergency Vehicle Operations Course is located adjacent to the Academy buildings. The Course is on 33 acres and has numerous intersections and a divided highway. Some of the uses for this course are: Turn around and Comprehensive Courses, Pursuit Operations, Vehicle Contacts, Evasive & Controlled Brake Course, High Risk Stops, Serpentine, Roadblocks, Traffic Direction, First Responder Practical Scenarios, Traffic Direction, Searches (Wooded areas of EVOC), and Radio Communications.

The State Patrol Academy has an indoor firearms range with 6 firing lines.

The Wisconsin State Patrol Academy has access to Fort McCoy. Some of the amenities on post that are available to students attending the Academy are: Range 41- Live Fire and Simunitions, Offense/Defense House, Room Clearing & Active Shooter Scenarios (Simunitions & Redgun), Rappelling Towers, Confidence Course, Conditioning Course, Post Exchange (PX), McCoy's Community Center, Laundry Facilities, Fit- Trail Course, Iron MT. Forge Fitness Center, Litter Course, and the Rumple Fitness Center.

The Rumpel Fitness Center is located 6/10 of a mile west of the Wisconsin State Patrol Academy. Law enforcement personnel attending training at the academy are welcome to use the facility at no fee.

GANCELLATION/REGISTRATION POLICY

REGISTRATION PROCEDURE

1. Each training program described in the Wisconsin State Patrol Academy training catalog has a maximum class size. Reservations will be accepted only from department training officers or authorized supervisory personnel. Contact the Academy at (608) 269-2500 to reserve seats in desired programs. A completed student enrollment form must be submitted to the Academy either by mail or FAX for each student in each course. Reservations are made on a first-come, first-served basis. Reservations will be accepted on a waiting list for programs, which have reached the maximum enrollment number.

CANCELLATION PROCEDURE

- 1. It is the responsibility of the department training officer or person named in the authorizing signature block, to notify the State Patrol Academy of a cancellation of a course reservation or enrollment as soon as possible.
- 2. Our Policy of limited enrollments make it necessary to access a \$50.00 Administrative Fee for withdrawals or cancellations received within five (5) days of the program start date. Substitutions are always accepted. To substitute or cancel a reservation or enrollment, contact the Registrar at (608) 269-2500.
- 3. No shows will be charged one day's tuition for the program enrolled in or \$50.00, whichever is greater.
- 4. Unusual or extenuating circumstances may result in non-assessment of the cancellation fee, provided written and supporting documentation to the Academy's Director of Training is received prior to the start of the affected program.